



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

December 9, 2003

Kenneth L. Prickitt, Treasurer
Bob Goodlatte for Congress Committee
P.O. Box 292
Roanoke, VA 24002

Response Due Date:
January 8, 2004

Identification Number: C00257956

Reference: October Quarterly Report (7/1/03 - 9/30/03)

Dear Mr. Prickitt:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Schedule A of your report discloses contributions from political committees but fails to include the full and/or recognizable name. Reporting only the name of the connected organization, abbreviating the name of the committee so it is unrecognizable or using an indistinguishable acronym is inadequate. (11 CFR §§102.14(c) and 104.3(a)(4)(ii)) A listing of the full FEC-registered committee names, FEC Committee ID numbers and approved acronyms can be found on the FEC web site (www.fec.gov) or can be obtained by contacting the FEC Public Disclosure Division. Please amend your report to include the missing information.

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in an election cycle, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. If itemization is not necessary, you must indicate so in an amendment to this report. Please correct your report to include the missing information. (11 CFR §104.9)